



# **Kentucky Employee Suggestion System**

*Training Manual*

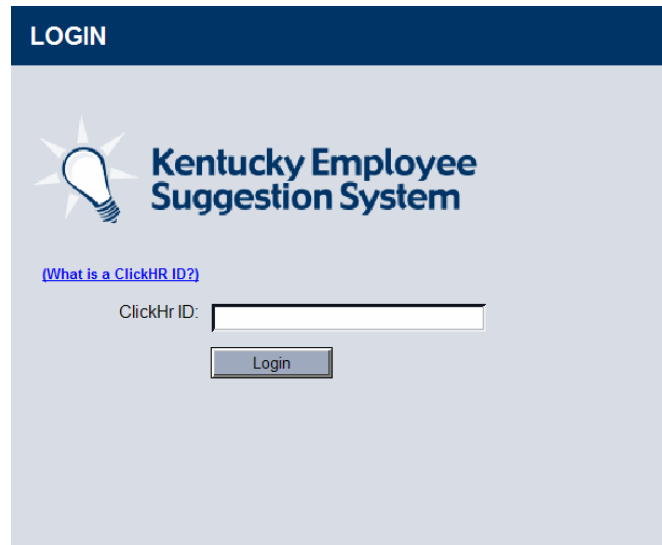
*2005*

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## **General**

### ***Login/Logout***

The screenshot shows a web browser window with a dark blue header bar containing the word "LOGIN" in white. Below the header, the page has a light blue background. On the left, there is a lightbulb icon with rays emanating from it. To the right of the icon, the text "Kentucky Employee Suggestion System" is displayed in a dark blue, sans-serif font. Below this text, there is a small, underlined link that reads "(What is a ClickHR ID?)". Further down, the label "ClickHr ID:" is followed by a white text input field. Below the input field is a grey button with the word "Login" in white text.

### **General Employee**

Welcome to the Kentucky Employee Suggestion System. All merit employees are eligible to submit a suggestion for consideration and potential award and recognition. To log into the Employee Suggestion System (ESS), you must complete the following steps:

1. Enter your predefined ClickHR user ID assigned by your administrator.
2. Click the Login button.

### **Coordinator and Evaluator**

Coordinators and Evaluators have a higher level of system access, requiring a password to log into ESS. As a Coordinator or Evaluator, you must complete the following steps:

1. Enter your predefined ClickHR user ID assigned by your administrator.
2. Click the Login button or hit Enter.
3. Enter your predefined ClickHR user password when prompted.  
ESS uses your entered User ID to determine your level of access. As a user with a higher level of access, you are required to enter your password.
4. Click the Login button, again or hit Enter.

***General Welcome Screen***



This is the Welcome screen and will be presented upon successful login. The left-hand menu will give you the following "GENERAL" options to use:

1. "Logout"- Allows you to log out of the system.
2. "New Suggestion"- Allows you to enter in a new suggestion.
3. "Your Prior Suggestions"- Allows you to view any suggestions you have previously submitted or saved.
4. "Last Year's Awards - Allows you to view the awards that were given to employees the previous year for approved/implemented suggestions.

It is important to note that any non-merit employee that accesses ESS will only be presented with the "Logout" and "Last Year's Awards" options.

## ***New Suggestion***

The screenshot shows the 'New Suggestion' screen of the Kentucky Employee Suggestion System. A red arrow points to the 'New Suggestion' link in the left sidebar. The main area is divided into two sections: 'Enter Suggester Information' and 'Enter Suggestion Information'.

**Enter Suggester Information:**

ClickHR ID: DBOH6174  
Last Name: BOHANNON  
Address1: 115 RIDGE ROAD  
City: VERSAILLES  
Zip Code: 40383  
Cabinet: PERSONNEL CABINET  
Department: PERSONNEL CABINET OFFICE OF SEC  
Phone Num:   
Extension:   
Have Email? ☐ Yes ☐ No  
E-Mail:   
Verify E-Mail:   
Disclose Name: ☐ Yes ☐ No  
Joint Suggestion: ☐ Yes ☒ No

**Enter Suggestion Information:**

Are there any supporting documents you wish to include with the suggestion? ☐ Yes ☐ No

Enter a Suggestion Title:   
Briefly describe current condition method or practice:   
My suggestion for savings or improvement (be specific):   
List savings in time, materials or other benefits, etc.:

Buttons: SAVE, SUBMIT, CLEAR, CANCEL

When selected, the "New Suggestion" screen will enable you to enter a new suggestion into ESS. The screen is divided into two parts:

- "Enter Suggester Information"
- "Enter Suggestion Information"

## Enter Suggester Information

**GENERAL**  
Logout  
New Suggestion  
Your Prior Suggestions  
Last Year's Awards  
**COORDINATOR**  
Submitted  
Evaluation  
Search  
Council Review  
Reports  
**EVALUATOR**  
Evaluation  
**ADMINISTRATOR**  
Council Review  
Pending Support Docs  
Coordinator Admin  
Delete Suggestion  
Table Maintenance

**New Suggestion**

**Enter Suggester Information:**

ClickHR ID: DBOH6174 Retrieve Employee Info  
Last Name: BOHANNON First Name: DEBORAH  
Address1: 115 RIDGE ROAD Address2:  
City: VERSAILLES State: KY  
Zip Code: 40383 Job Title:  
Cabinet: PERSONNEL CABINET  
Department: PERSONNEL CABINET OFFICE OF SEC  
Phone Num: Extension:  
Have Email? ☐ Yes ☐ No  
E-Mail: Verify E-Mail:  
Disclose Name: ☐ Yes ☐ No Joint Suggestion: ☐ Yes ☒ No

**Enter Suggestion Information:**

Are there any supporting documents you wish to include with the suggestion? ☐ Yes ☐ No

Enter a Suggestion Title:

Briefly describe current condition method or practice:

My suggestion for savings or improvement (be specific):

List savings in time, materials or other benefits, etc.:

SAVE SUBMIT CLEAR CANCEL

This section of the screen will allow you to enter details about every person who is submitting this suggestion. This person is commonly referred to as the "Suggester".

When you enter your ClickHR ID during login, the system will automatically populate your employee information-related fields. You must now complete the remaining employee fields:

1. Enter the following information:
  - Job Title
  - Phone Number
  - Extension (optional)
  - Have E-Mail? : Check "Yes" or "No". This is to indicate whether or not you have an email address. If "Yes" is checked, then you must complete the email address in the next two fields.
  - E-mail - If you have an email address, this field must contain the address you want to use to receive notifications of your suggestion.

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- Verify E-mail - complete only if you've entered in a valid e-mail address previously.
- 2. Disclose Name: Check "Yes" or "No". This is to indicate whether or not you prefer Evaluator(s) assigned to the suggestion to see your name.
- 3. Joint Suggestion: Check "Yes" or "No". If there are others submitting this suggestion with you, you must enter in all of the Suggester information for each additional person and click "ADD" to add them to the Joint Suggesters list.

## Enter Suggestion Information

**GENERAL**

Logout  
New Suggestion  
Your Prior Suggestions  
Last Year's Awards  
COORDINATOR  
Submitted  
Evaluation  
Search  
Council Review  
Reports  
EVALUATOR  
Evaluation  
ADMINISTRATOR  
Council Review  
Pending Support Docs  
Coordinator Admin  
Delete Suggestion  
Table Maintenance

**New Suggestion**

**Enter Suggester Information:**

ClickHR ID: DBOH6174  
Last Name: BOHANNON  
First Name: DEBORAH  
Address1: 115 RIDGE ROAD  
Address2:  
City: VERSAILLES  
State: KY  
Zip Code: 40383  
Job Title:  
Cabinet: PERSONNEL CABINET  
Department: PERSONNEL CABINET OFFICE OF SEC  
Phone Num:  
Extension:  
Have Email? ☐ Yes ☐ No  
E-Mail:  
Verify E-Mail:  
Disclose Name: ☐ Yes ☐ No  
Joint Suggestion: ☐ Yes ☐ No

**Enter Suggestion Information:**

Are there any supporting documents you wish to include with the suggestion? ☐ Yes ☐ No

Enter a Suggestion Title:

Briefly describe current condition/method or practice:

My suggestion for savings or improvement (be specific):

List savings in time, materials or other benefits, etc.:

SAVE SUBMIT CLEAR CANCEL

This section of the screen will allow you to enter in the key information about your suggestion. It is important to include as much detail as possible in order to allow the Coordinator, Evaluator(s) and ESS Council to make the best decision possible.

1. Supporting Documentation: Check "Yes" or "No". If you have other information, electronic or paper documents, Excel spreadsheets, articles, etc. that support your suggestion, you should indicate "Yes". You will be instructed to send that information either via:  
Email: [DebbieR.Bohannon@ky.gov](mailto:DebbieR.Bohannon@ky.gov) OR  
USPS: Debbie Bohannon, Chairperson  
Employee Suggestion System  
Personnel Cabinet  
200 Fair Oaks Lane  
Frankfort, KY 40601
2. Enter a brief title for your suggestion.
3. Enter a brief description of the present condition that you are trying to improve with your suggestion. Describe what is currently happening today.



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4. Enter a detailed explanation of your suggestion. The more specific and descriptive you are the better.
5. Enter a specific explanation of the savings, improvement, or other area of opportunity that your suggestion will provide. This could be savings in time, money, people, etc.
6. Select one of the following buttons at that bottom of the screen when you are finished:



**SAVE NEW SUGGESTION**

Your suggestion number is:  
**0000003001**

Please use this number when  
updating your suggestion

ADD ANOTHER SUGGESTION

EXIT

- a. **SAVE** - Save all the current information you keyed and finish at a later time. You will receive a 10 digit suggestion number that you must record and use to reference your suggestion later.



**SUBMIT NEW SUGGESTION**

Thank you for your suggestion.  
Suggestion # 0000003005  
has been forwarded  
to your coordinator:  
KEN CAMPBELL  
KEN.CAMP@KY.GOV

ADD ANOTHER SUGGESTION

EXIT

- b. **SUBMIT** - Submit your suggestion. You will receive a 10 digit suggestion number that you must record and use to reference your suggestion later. Your suggestion will be routed to a designated queue(s) for ESS Coordinator review.
- c. **CLEAR** - Clear the information you entered and start over.
- d. **CANCEL** - Cancel the suggestion you have created.

Note that if you hit the **CANCEL** or **CLEAR** button you will lose any information you have created in this particular suggestion.

## Error Messages

The screenshot shows the 'New Suggestion' form in the Kentucky Employee Suggestion System. A red box highlights the error messages on the left side of the form:

- Job Title is Required
- Phone Number is Required
- Email is required if no email address is provided please type - No Email
- E-Mail Verification Failed
- Present Description is Required
- Suggestion is Required
- Savings is Required

The form fields include:

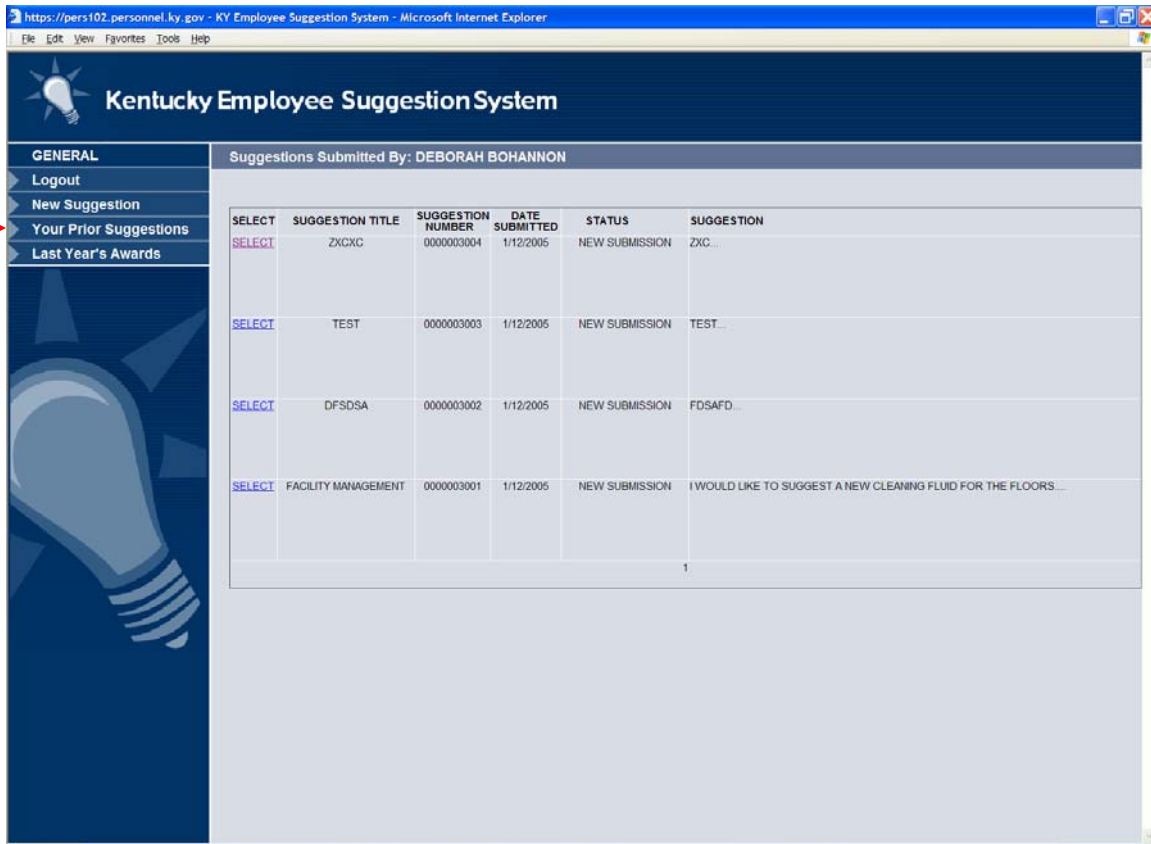
- ClickHR ID: DBOH6174
- Last Name: BOHANNON
- Address1: 2500 FIFER STREET
- City: FRANKFOR
- Zip Code: 40601
- First Name: DEBORAH
- Address2:
- State: KY
- Job Title:
- Cabinet: PERSONNEL CABINET
- Department: PERSONNEL CABINET OFFICE OF SEC
- Phone Num:
- Extension:
- E-Mail:
- Verify E-Mail:
- Disclose Name: ☒ Yes ☐ No
- Joint Suggestion: ☐ Yes ☒ No
- Are there any supporting documents you wish to include with the suggestion? ☐ Yes ☒ No
- Enter a Suggestion Title:
- Briefly describe current condition method or practice:
- My suggestion for savings or improvement (be specific):
- List savings in time, materials or other benefits, etc.:

There are several fields that are required to be completed before the suggestion can be successfully submitted to your Coordinator. Required fields that are not completed correctly will be flagged with an error message in the left hand side of the screen. This error message will let you know what fields need to be corrected or completed.

The following fields are required and are not pre-filled with ClickHR information:

- Job Title
- Phone Number
- Disclose Name
- Supporting documents
- Suggestion Title
- Current/Present Condition
- Suggestion Explanation
- Savings, Improvement or Other Benefits

## *Your Prior Suggestions*



SELECT	SUGGESTION TITLE	SUGGESTION NUMBER	DATE SUBMITTED	STATUS	SUGGESTION
<a href="#">SELECT</a>	ZXCXC	0000003004	1/12/2005	NEW SUBMISSION	ZXC...
<a href="#">SELECT</a>	TEST	0000003003	1/12/2005	NEW SUBMISSION	TEST...
<a href="#">SELECT</a>	DFSDSA	0000003002	1/12/2005	NEW SUBMISSION	FDSAFD...
<a href="#">SELECT</a>	FACILITY MANAGEMENT	0000003001	1/12/2005	NEW SUBMISSION	I WOULD LIKE TO SUGGEST A NEW CLEANING FLUID FOR THE FLOORS...

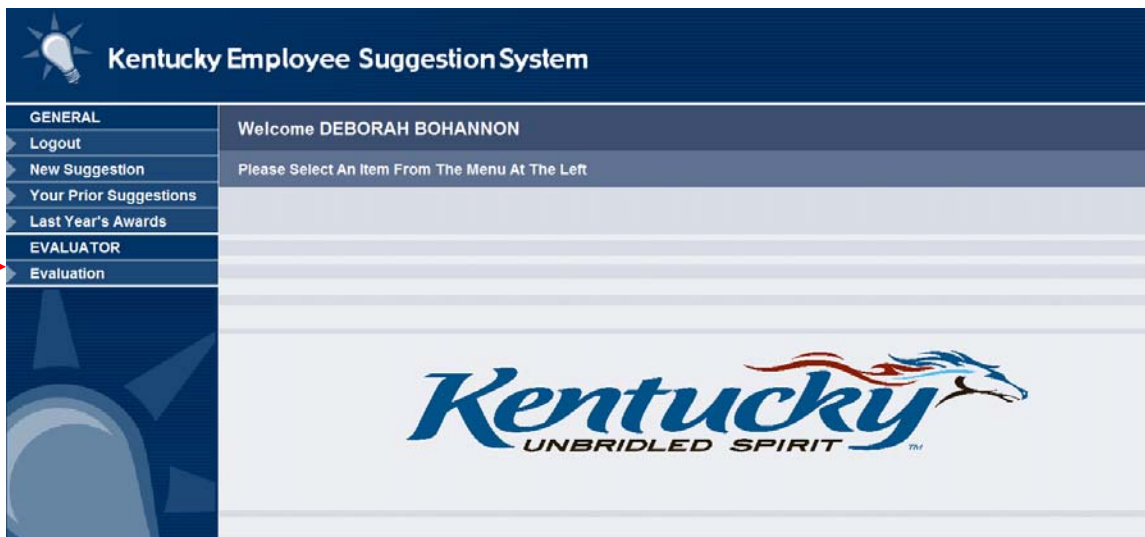
When selected, the "Your Prior Suggestions" screen will list all suggestions that you have previously submitted and saved. Simply click "SELECT" to display a specific suggestion. You also have the option to print the suggestion, "Print Suggestion" on the left side of the screen, as you view the suggestion.

## *Last Year's Awards*

When selected, the "Last Year's Awards" screen will allow you to view the awards that were given to employees the previous year for approved/implemented suggestions.

## Evaluator

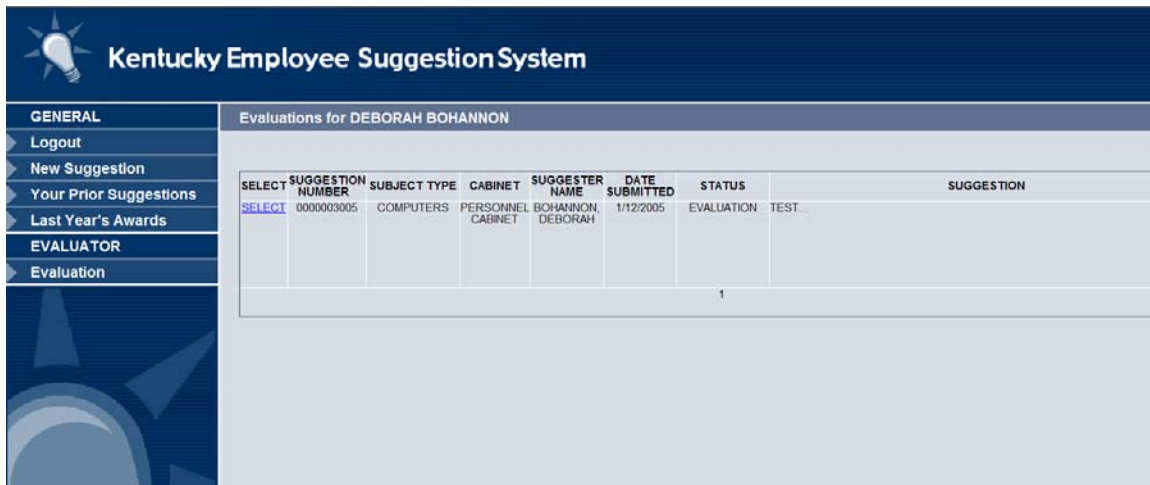
### *General Welcome Screen*



This is the Welcome screen and will be presented upon successful login. If you are a merit employee, you will have access to all functions under the *General* section. If you are a non-merit employee, you will have access to the "Logout" and "Last Year's Awards" options only.

As an Evaluator, you are also given access to view all the suggestions that are in queue for you to review, evaluate, and submit back to the Coordinator.

***Evaluation Queue (for Evaluator)***



The screenshot displays the 'Kentucky Employee Suggestion System' interface. On the left is a navigation menu with the following items: GENERAL (with a lightbulb icon), Logout, New Suggestion, Your Prior Suggestions, Last Year's Awards, EVALUATOR (highlighted), and Evaluation. The main content area is titled 'Evaluations for DEBORAH BOHANNON'. It contains a table with the following columns: SELECT, SUGGESTION NUMBER, SUBJECT TYPE, CABINET, SUGGESTER NAME, DATE SUBMITTED, STATUS, and SUGGESTION. A single row is visible with the following data: 'SELECT' (with a dropdown arrow), '0000003005', 'COMPUTERS', 'PERSONNEL CABINET', 'BOHANNON, DEBORAH', '1/12/2005', 'EVALUATION', and 'TEST...'. Below the table, the number '1' is displayed, indicating the total count of suggestions.

SELECT	SUGGESTION NUMBER	SUBJECT TYPE	CABINET	SUGGESTER NAME	DATE SUBMITTED	STATUS	SUGGESTION
SELECT	0000003005	COMPUTERS	PERSONNEL CABINET	BOHANNON, DEBORAH	1/12/2005	EVALUATION	TEST...

1

When the "Evaluation" option is selected, a list of suggestions are displayed that are awaiting evaluation and assigned to you as the Evaluator.

## Suggestion Evaluation

**Kentucky Employee Suggestion System**

**GENERAL**  
Logout  
New Suggestion  
Your Prior Suggestions  
Last Year's Awards

**EVALUATOR**  
Evaluation

**Suggestion Evaluation**

Suggestion Title:  [View Sug](#)

Action: ☒ Approve ☐ Deny

**Approval/Implementation**

Implement Date:   
Cabinet:   
Department:   
Division:   
Branch:   
☐ Requires Regulatory Change  
☐ Requires Statutory Change  
☐ Agency Will Recommended Change  
1st Yr Savings \$:   
Cost \$:   
Net Savings \$:   
Award \$:

**Evaluation Checklist**

- ☐ Improves Office Methods
- ☐ Improves Safety
- ☐ Improves Public Relations
- ☐ Improves Morale
- ☐ Improves Efficiency
- ☐ Saves Time, Money & Material
- ☐ Improves Client Conditions
- ☐ Increases State Revenues

Describe Your Reason for Approval/Denial:  
**Note: COMMENTS WILL APPEAR IN BODY OF EMAIL SENT TO SUGGESTER!!!**

Are there any supporting documents you wish to include with this evaluation? ☐ Yes ☐ No

Upon selecting a specific suggestion, this screen will give the Evaluator an opportunity to see the title of the suggestion submitted, view the detail of the suggestion, chose what action to take on the suggestion and provide any detail information.

1. Click the "View Suggestion" button to display the details of the suggestion in a separate window. . You also have the option to print the suggestion, "Print Suggestion" on the left side of the screen, as you view the suggestion.
2. After reviewing the suggestion, click "Approve" to approve the suggestion for implementation in your Cabinet, Department, Division, or Branch. Click "Deny" to decline implementation of the suggestion in your area.

## Evaluation Approval

**Kentucky Employee Suggestion System**

**GENERAL**

- Logout
- New Suggestion
- Your Prior Suggestions
- Last Year's Awards

**EVALUATOR**

- Evaluation

**Suggestion Evaluation**

Suggestion Title:  [View Sugg](#)

Action: ☒ Approve ☐ Deny

**Approval/Implementation**

Implement Date:

Cabinet:

Department:

Division:

Branch:

☐ Requires Regulatory Change

☐ Requires Statutory Change

☐ Agency Will Recommended Change

1st Yr Savings \$:

Cost \$:

Net Savings \$:

Award \$:

**Evaluation Checklist**

- ☐ Improves Office Methods
- ☐ Improves Safety
- ☐ Improves Public Relations
- ☐ Improves Morale
- ☐ Improves Efficiency
- ☐ Saves Time, Money & Material
- ☐ Improves Client Conditions
- ☐ Increases State Revenues

Describe Your Reason for Approval/Denial:

Note: COMMENTS WILL APPEAR IN BODY OF EMAIL SENT TO SUGGESTER!!!

Are there any supporting documents you wish to include with this evaluation? ☐ Yes ☐ No

This section of the screen is displayed when an Evaluator approves a suggestion. You will be required to complete the following fields to successfully approve an evaluation:

1. Implementation Date - This is the date that the suggestion will be implemented in your area. It must be in the MM/DD/CCYY format.
2. Cabinet/Department/Division/Branch - Select any and all that apply.
3. If a change is required for the implementation of this suggestion, you must check any/all changes that apply.
4. 1<sup>st</sup> Year Savings - This is the monetary savings that will be realized within the 1<sup>st</sup> year following implementation.
5. Cost - This is the monetary cost of implementing the suggestion.
6. Net Savings - This is the difference between the 1<sup>st</sup> Year Savings and Cost.
7. Award - This is your recommended monetary award to the ESS Council for this suggestion.
8. Evaluation Checklist - This lists all of the reasons for approval. Check any and all that apply.
9. Describe Your Reason for Approval/Denial - This section of the screen provides you the area to enter the detailed description of the reason for your decision.



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10. Supporting Documentation: Check "Yes" or "No". If you have other information, electronic or paper documents, Excel spreadsheets, articles, etc. that support your suggestion, you should indicate "Yes". You will be instructed to send that information either via:  
Email: [DebbieR.Bohannon@ky.gov](mailto:DebbieR.Bohannon@ky.gov) OR  
USPS: Debbie Bohannon, Chairperson  
Employee Suggestion System  
Personnel Cabinet  
200 Fair Oaks Lane  
Frankfort, KY 40601
11. Upon completion, you have the option to "SAVE", "SUBMIT", "CLEAR" or "CANCEL". See "Enter Suggestion Information" for further explanation.

## Evaluation Denial

**Kentucky Employee Suggestion System**

**GENERAL**

- Logout
- New Suggestion
- Your Prior Suggestions
- Last Year's Awards

**EVALUATOR**

- Evaluation

**Suggestion Evaluation**

Suggestion Title:  [View Su](#)

Action: ☐ Approve ☒ Deny

**Reason for Denial/Not Implementing**

- ☐ Already Under Consideration
- ☐ Procedures Already Exist (Explain)
- ☐ Does Not Apply to This Agency
- ☐ Other (Explain)

**Describe Your Reason for Approval/Denial:**

Note: COMMENTS WILL APPEAR IN BODY OF EMAIL SENT TO SUGGESTER!!

Are there any supporting documents you wish to include with this evaluation? ☐ Yes ☐ No

1. Reason for Denial/Not Implementing - This lists all of the reasons for denial. Check any and all that apply.
2. Describe Your Reason for Approval/Denial - This section of the screen provides you the area to enter the detailed description of the reason for your decision.
3. Supporting Documentation: Check "Yes" or "No". If you have other information, electronic or paper documents, Excel spreadsheets, articles, etc. that support your suggestion, you should indicate "Yes". You will be instructed to send that information either via:  
Email: [DebbieR.Bohannon@ky.gov](mailto:DebbieR.Bohannon@ky.gov) OR  
USPS: Debbie Bohannon, Chairperson  
Employee Suggestion System  
Personnel Cabinet  
200 Fair Oaks Lane  
Frankfort, KY 40601
4. Upon completion, you have the option to "SAVE", "SUBMIT", "CLEAR" or "CANCEL". See "Enter Suggestion Information" for further explanation.